

Southwest Vermont Regional Technical School District	Substitute Teachers	Policy #4261C [Required]
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It is the policy of the Southwest Vermont School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont State Board of Education Rule.

1. Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

- § Complete a formal application process with the Contracting Superintendent.
- § Attend a Substitute Teacher Workshop.
- § Supply three letters of reference.
- § Undergo a criminal background check. *[See Policy 4080C]*

2. Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to fifteen consecutive days per educator absence. The Commission of Education may grant an extension for an additional fifteen days upon application by the Superintendent when evidence of the unavailability of a licensed educator or other compelling reasons have been presented. The Contracted Superintendent may apply for additional extensions, or when appropriate, seek a waiver pursuant to Section 5350 of the Vermont State Board of Education Rules.

3. Licensed Educators

Substitute teachers who are licensed but not appropriately endorsed for the position they are employed in or are asked to fill a position for more than thirty days per teacher absence only when the Contracted Superintendent secures an extension allowing such employment from the Commissioner of Education after providing evidence of the unavailability of a licensed educator with appropriate endorsement or other compelling reasons. The Contracted Superintendent may apply for additional extensions, or when appropriate, seek a waiver pursuant to Section 5350 of the State Board of Education Rules.

A laid off teacher who has indicated his/her availability for substitute teaching to the Board who laid off such teacher shall have his/her name included on the substitute teacher list for such Board. Laid off teachers names shall be listed first in order of length of service on the list such Board uses to call substitutes. A retired educator shall be considered to hold the license(s) and endorsement(s) held at the time of retirement. Retired educators are those who have withdrawn from active service and are qualified to receive a retirement allowance under 16 V.S.A. Chapter 55.

4. Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his/her designee for all schools in the District.

The Contracting Superintendent or his/her designee will conduct an orientation session for substitute teachers on a periodic basis. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Director.

The search for a licensed educator should continue through any extension. Substitute teachers will be paid per diem wages as determined by the Contracting Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

Substitute teachers shall not be members of the Teachers' bargaining unit.

A *Long-Term Substitute* teacher is defined as a person employed under a Long-Term Substitute Teacher written contract to teach at the same assignment for a term of at least ninety (90) consecutive work days in a given work year.

	Date Warned	Date Adopted	Replaces Policy
Southwest Vermont Regional Technical School District	8/16/04	2/21/05	SVSU 4261